

South Lee School

**Nursery
Handbook**

Foreword.

As Headmaster, it gives me great pleasure to welcome you and your child to South Lee's Nursery.

This handbook is designed to help parents and pupils with day to day organisation. Whilst every effort has been made to ensure accuracy at the time of publication, we hope that parents will recognise that good schools do not stand still and that the information included in this booklet will need to be updated from time to time. If in doubt about anything, please ask.

We are continually striving to improve and build on our success. Constructive comment and helpful suggestions are therefore welcome and will always be given due consideration.

Ethos

As a school community we are very proud of our excellent resources, the calibre and quality of our teaching staff and the attitude of our pupils. Our pupils represent a variety of backgrounds, academic ability and nationalities - all of which contribute to the rich nature of the school.

South Lee is often described as a warm and friendly school where children are happy. I believe this to be true and credit it to the very personal investment each member of staff makes in the school. It is this caring and happy environment which nurtures each pupil and encourages the individual to make the most of his or her abilities, in all areas of the curriculum.

Derek Whipp
Headmaster

The Nursery

South Lee's Nursery caters for children from two years of age, making the transfer from home to school as smooth as possible. It is a self-contained and secure environment, providing education for children up to four years of age.

Under the guidance of Mrs Julie Last, our Nursery Manager, qualified staff use a wide range of techniques and methods to help each child to develop at his or her own pace.

Our Nursery has a caring and happy atmosphere and an emphasis is placed on learning through play. The structure of the programme is designed to help the children to learn the fundamental skills, in preparation for entry into full-time schooling.

The Nursery is split into three different age groups:

Cygnets – Two to three years of age.



Swans – Three to four years of age.

Parent and Toddler (0 to 3 years)

Sessions are held Tuesday and Thursday afternoons (contact the school office for details) from 1.30pm to 3.00pm. Children have the opportunity to experience a variety of activities and parents get the chance to meet for a chat.



The cost per session is: 0 – 1 years = £1
 1 – 2 years = £2
 2 – 3 years = £3

Any additional children (under 4 years) = £1 each

Places are limited and parents should book by telephoning the school office.

Nursery Sessions

There are two Nursery sessions per day. The morning class starts at 9.00am and ends at 12 noon. The afternoon class begins at 1.30pm and ends at 3.25pm. Children are enrolled for a minimum of two sessions per week. All pupils are introduced to reading, writing and numeracy.

Children may attend mornings or full days. Afternoon sessions may follow an 'academic' programme or one based on a variety of activities, such as:



‘Fizzical’ Fun
Music / Music and movement
Art and craft
Cookery
Fun & Games with French

As the children progress through the school year, we do advise parents to extend their child’s sessions to full days, in preparation for entry into Kindergarten and full-time education. This should always be done in consultation with the class leader and Mrs Last.

Registration

To register their child/ren parents must complete a registration form (available from the school office) and should state which days and sessions they require.

Parents and children must meet with the Headmaster before a registration will be confirmed and a place offered. Please contact Mrs Pat Day, the Headmaster’s Secretary to book an appointment to view the school.

Day-to-day organisation

- Children may be brought to the Nursery from 8.30am.
- Parents should first help their child to hang up his/her belongings in the cloakroom. He/she should then be taken to the toilet before reporting to the class leader.
- Once at the classroom, parents should make the class leader aware of any special arrangements for the day.
- Please bear in mind that children often find it easier to settle if parents leave as soon as their child has been handed over to our staff. Concerned parents may always telephone the office later in the day to check if their child has settled in.
- Children may bring fruit, vegetables or cheese for a snack at mid-morning break. Chocolate, sweets, crisps, nuts or products containing nut oil are not allowed.
- Parents should always check the Nursery notice board for any new information.
- When picking up **at the end of a morning session**, parents are requested to wait in the corridor until the security door is opened and children are called from their classrooms.
- When picking up **in the afternoons**, parents should wait in their vehicles and follow the same procedures as in main school (i.e. stay in vehicles until parked in marked zones).

****Should it be necessary, on occasion, for a child to be collected by someone other than the parent or nanny, it is most important that Nursery staff and the school office be informed beforehand.***

Bulletins

In order to keep parents informed as much as possible, the Head issues a fortnightly bulletin. This is usually sent home via the satchel post every other Friday.

Parents are expected to read this information. If you do not receive a bulletin, please contact the office.

Security

All visitors to the school must report to the reception. If they are “bona fide” they will be given a visitor’s badge.

If collecting children through the day, parents should report to reception. Members of staff or children will then be called to meet them there.



Staff will challenge people walking around the building without a badge. Pupils are asked to tell staff if they see anyone on the premises without a badge.

We would be grateful if all parents could co-operate in our attempts to make this environment as secure as possible for our pupils.

Health Guidelines:

These guidelines are only suggestions and it is stressed that a doctor is the best person to consult on all medical matters.

Infectious Diseases:

These are unavoidable, as most diseases are contagious before they can be diagnosed. However children should remain off school until they are well again.



Chicken Pox:

The incubation period is between 14 - 21 days (commonly 16). Children should be off school for at least 5 days after spots first appear or until spots become dry.

Mumps:

Incubation period is between 18 - 21 days (commonly 18). Children should remain at home until the disappearance of all swelling (7 days minimum).

Rubella (German Measles):

Incubation period 14 - 21 days (commonly 14 - 18). The minimum period of isolation is four days from the onset of the rash. The school should be notified of any case of German measles. We, in turn, will then notify other parents.

Measles:

Incubation period 10 - 15 days (commonly 12 days to onset of illness and 16 days to appearance of rash). Children should not return to school until at least a week from the appearance of the rash.

Whooping Cough:

Incubation period is 7 - 10 days. Children should not return to school until three weeks from the onset of the cough.

Vomiting and Diarrhoea:

If a child has been sick or has diarrhoea please keep him/her at home until well, and for at least 24 hours, to prevent the spread of infection.

Coughs and Colds:

Some children have repeated colds. During these the child gradually builds up resistance to infection. If a child is unwell, he or she should be kept at home until able to cope with a school day, including outdoor activities. All children should be provided with a daily clean handkerchief and taught how to use it effectively to prevent the spread of coughs and colds to others.

Head Lice:

The head louse lives only on the head and spreads from one head to another by direct contact. The head louse thrives even on clean hair and is common amongst schoolchildren. Regular, thorough grooming with a brush and comb is the best preventative measure against head lice. If lice or eggs are discovered, ask for advice from your G.P, a health visitor or a clinic. Follow the instructions and treat the whole family. Children with head lice should not be sent to school until they have been treated.

Threadworms:

Threadworms are common in children and can be more of a nuisance than harmful. If your child has threadworms consult your doctor and he or she will give you medicine for the whole family. To help prevent threadworms, keep fingernails short and clean and teach children to wash hands after going to the lavatory and before eating.

Verrucas:

These are warts on the feet. Children need not be prevented from swimming once treatment has started. On the basis that the child is infectious before he or she is aware that the verruca is developing (and that the virus causing it is microscopic), there is no medical reason for attempting to cover the verrucas with dressings or "socks".

Asthma:

If your child is asthmatic, please ensure that the class teacher knows of the condition and that inhalers are given to the member of staff with appropriate instructions.

Conjunctivitis

Conjunctivitis is very infectious, especially while the eye is inflamed. It is spread by contact with others and sharing face cloths, etc. Medical treatment is essential, therefore please contact your doctor, as it will not clear up on its own. Children should not be in school until they have started treatment.

Medicines:

The giving of medicines in school is discouraged and staff cannot accept responsibility for administering it. If your child has to take medicines, please ask the doctor to prescribe something that can be taken outside of school hours. No child should bring tablets or medicine to school. If it is unavoidable, parents may come to school to administer it at the correct time or consult the form teacher.

Aspirins, or similar, are not given to children in school without the consent of parents.

The staff at South Lee have the welfare of the children at heart and are well aware that every aspect of a child should be taken into account to facilitate learning. We therefore request that Form teachers be informed of problems such as bed wetting, hyper-activity, sleeplessness or any other difficulty that might hinder a child's educational progress. These will, of course, be treated as confidential information.

Illness and Accident

If a child is not well, please telephone the school in the mornings. Should a pupil be absent from school (for illness, or any other reason), parents should send a note to the Form Teacher explaining the circumstances.

If a child is ill or has an accident, we will contact parents or designated emergency numbers as soon as possible. Please make sure that the office always has an up to date contact number.



Early Years' Development Partnership

South Lee is currently a member of the local Early Years' Development Scheme and partial funding of fees is therefore available for 3 year olds (following the term in which they have turned 3) and 4 year olds.

Please contact Mr Manning, the school Bursar, for further details.

After-school care

Children who do not attend afternoon sessions may stay at school until 1.20pm and have lunch with us. Please ask at the school office for the current charge for this facility.

Pupils attending an afternoon session may stay at school until 3.45 for drink and biscuits (free of charge).

Staffing

Our Nursery is managed by Mrs Julie Last who is a highly experienced and qualified nursery leader. Other qualified staff (NNEB/BTEC trained as a minimum) lead classes and each will normally have ancillary help (depending on the number of pupils in a group).



Our aim is to have no more than twelve children in each class with a ratio of one adult to four children for two-year olds and one to six for children of three years and above, thereby enabling each child to receive the individual attention he/she deserves.

Current staff list

Headmaster	Mr Derek Whipp M.A. Cert.Ed.
Nursery Manager	Mrs Julie Last NNEB, ASA
Cygnets class teachers	Miss Becca Wadsworth BTEC Childhood Studies Miss Deborah Walton NVQ3 Childcare
Swans class teachers	Mrs Val Ewing NNEB, BA(Hons), STAC Mrs Julie Last (Mon-Wed & Fri) NNEB, ASA Mrs Pamela Calvert (Thu) Cert.Ed
Classroom Assistants	Miss Amy Lynch NVQ2 Childcare Mrs Sarah Millichamp NNEB Mrs Rachel Popham ICS Diploma in Child Day Care Miss Jo Steggles NVQ3 Childcare Miss Marielle Upson NVQ2 Childcare & Early Years Miss Kelly Whipp BTEC Level 3 Children's Care, Learning & Development

Governors

The Governors of South Lee are mainly parents of children at the school. The Board is made up of twelve Governors. Seven to nine members are present parents and the rest are non-parents.

The Board, which meets five times per year, decides the overall policy and is responsible for the financial and business aspects of the school. Governors welcome your comments and the list of current Governors is posted on the school notice board. Parents wishing to know more about the role of a Governor should read our 'Governors' Information Pack'. A copy may be borrowed from the office.

Parent/Teachers Association

All parents in the school are automatically members of the PTA. The aims of the association are to aid the education of pupils in the school by providing for, or assisting with the provision of, facilities and to foster relationships between parents, staff, governors and others

associated with the school. The association is ‘non-political’ and it is not a forum for the discussion of school policy or curriculum.

The officers of the PTA Committee are elected each year in the autumn. The full committee directs the activities of the PTA. Parents who wish to be members of the committee should contact one of the current committee members for more information (see list on notice board).

Nursery Uniform

We expect our pupils to wear a very basic school uniform:

Boys:- Grey, short trousers (elasticated waist)
Blue shirt
Maroon jumper
Grey socks

Summer Blue short-sleeved shirt (optional)

Girls:- Grey pinafore dress or grey skirt (elasticated waist)
Blue blouse
Maroon cardigan or jumper
Grey socks

Summer Maroon striped dress (supplied by ‘Aubyn Davies’)
White socks

Boys & Girls:- Maroon overall
Outdoor shoes

Summer White or maroon sun hat (optional)

Children should bring a school bag each day, please. Nylon, briefcase style bags, displaying the school badge, are the most suitable and can be purchased from the school shop.

The Role of the Parent

Support from family is vital in the education of any child and enrolment in school does not absolve parents of that responsibility.

We, at South Lee, recognise that to help each individual child to fulfil his/her potential we must work in a three-way partnership that includes pupils, teachers and parents. As such, we count very much on your support.



Parents can make a very positive contribution to their child's development by:

- encouraging their child to socialise with others and by teaching him/her the importance of sharing. Parents must try to prevent selfishness, unkindness or bullying and encourage respect for others;
- helping to develop language skills. Parents should try to find time to read with their child and to discuss stories and pictures;
- developing motor skills - balancing, climbing, pushing, pulling, catching, throwing, kicking, etc;
- encouraging practice in basic numeracy - counting (anything !), playing shops, board games, etc;
- developing independence in their child - dressing, undressing, visiting the toilet, etc.

Practical ways in which parents can help include:

- making sure that anything a child brings to school is **clearly** labelled (particularly jumpers/cardigans and shoes);
- informing staff of anything which may affect their child, e.g. family or health related problems;
- providing their child with a healthy diet;
- ensuring their child has sufficient sleep before a school day.

Transfer into Kindergarten (Reception)

Kindergarten is the first year of full-time schooling at South Lee. Children entering Kindergarten should normally be four years of age by 1st September, rising to five years of age during that school year.

Please note: Parents do not select the form in which their child will enter Kindergarten and there is no guarantee that siblings will follow the same route.

Children will enter one of two Kindergarten classes. The following criteria may be used to establish (as far as possible) two balanced groups:

1. Friendship 'groups' (we try to make sure that children will go forward with at least one of their school-friends)
2. Ability
3. Number of boys and girls in each class
4. Balance between pupils currently enrolled at South Lee and pupils joining us from other nurseries/schools

Amendments/additions: